

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: December 21, 2005

Division: Monroe County

Bulk Item: Yes XX No

Department: Fixed Asset Surplus

Staff Contact Person: Divina D. Speer

AGENDA ITEM WORDING: Approval to remove surplus equipment from inventory via disposal and salvage.

ITEM BACKGROUND: See attached schedule

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS:

TOTAL COST: N/A

BUDGETED: Yes No

COST TO COUNTY: N/A

SOURCE OF FUNDS: N/A

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:


(KEVIN MADOK, Assistant Finance Director)

DOCUMENTATION: Included Yes Not Required

DISPOSITION:

AGENDA ITEM #

Revised 2/05

Board of County Commisioner
December 21, 2005

SCHEDULE OF SURPLUS ITEMS		ITEM BACKGROUND	AMOUNT		BOCC ACTION
County ID #	Description		Original Value	Estimated Present Value	
1 0801-100	Computer	beyond economical repair	\$1,130.00	\$0.00	need approval to-
2 2516	Laptop Computer	beyond economical repair	\$2,930.47	\$2,930.47	remove from inventory and dispose
3 3636	1989 Ford Ambulance	beyond economical repair	\$36,509.00	\$0.00	remove from inventory and dispose
4 4739	Xerox Copier	beyond economical repair	\$1,698.00	\$0.00	remove from inventory and dispose
5 4897	Laptop Computer	beyond economical repair	\$2,170.00	\$2,170.00	remove from inventory and dispose
6 4720	Laptop Computer	beyond economical repair	\$2,420.35	\$0.00	remove from inventory and dispose
7 0202-590	Computer	old-obsolete-already replaced	\$1,161.00	\$0.00	remove from inventory and dispose
8 4123	Laptop Computer	beyond economical repair	\$1,952.98	\$0.00	remove from inventory and dispose

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

NOV 09 2005

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.
DATE: _____

FROM: Christine Diaz

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0801-100	3MYPT01	Computer	9/19/01	\$1130.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW.

XXXX APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Beyond economical repair

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: Debbie Frederick 11/2/05
DEBBIE FREDERICK

TECHNICAL SERVICES APPROVAL: _____

PRINT NAME: Lisa Druckemiller
LISA DRUCKEMILLER

NOV 09 2005

NOV 08 2005

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.
DATE: 11-07-05

FROM: Michelle Lee
Growth Management

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
2516	H9GT671	Laptop Computer	04/04/05	\$2930.47/\$2930.47
		<i>Rig Holloway's</i>		

CHECK ONE (1) APPROPRIATE LINE BELOW.

XXXX APPROVAL TO ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST.

Beyond economical repair - Flood damage - Wilma

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

Timothy McGary
Timothy McGary

11/7/05

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

Lisa Druckemiller
LISA DRUCKEMILLER

MONROE COUNTY

REPORT OF INCIDENT

FAX IMMEDIATELY

WORKERS COMP at 295-4301 (if employee injury) OR
RISK MANAGEMENT at 295-4364 (property damage or vehicle)
FAXED FROM: _____ **NUMBER:** _____

☐ Employee Injury ☐ Vehicle Accident ☒ Other

WHO: <u>Employee</u>		<u>305</u>	<u>289</u>	<u>2914</u>
SUPERVISOR: <u>Jose Papa</u>		Telephone: <u>305 289 2914</u>		
DEPARTMENT: <u>Growth Management</u>				
WHAT: TYPE OF ACCIDENT <u>Computer Damage</u>				
WHERE: LOCATION OF ACCIDENT <u>19656 Canal Drive</u> <u>Sugarloaf Key, FL 33042</u>				
WHEN: DATE		AM/PM		
MO/ DAY/ YR <u>10/24/05</u>		TIME <u>8:30 AM</u>		
WHY: DESCRIBE ACCIDENT				
DESCRIBE INJURY OR PROPERTY DAMAGE: <u>Laptop computer was flooded with</u> <u>saltwater as a result of Hurricane Wilma storm surge</u>				

MEDICAL ATTENTION REQUIRED:



YES NO

FILL OUT ACCIDENT INVESTIGATION REPORT AND NOTICE OF INJURY (4 part form) (if employee injury) AND SEND TO YOUR DEPARTMENT HEAD FOR COMMENTS AND SIGNATURES

CC: DEPARTMENT HEAD via FAX

NOV 08 2005

BY: **MONROE COUNTY**
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: Peter Lubert
Emergency Medical Services

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
3636 (1439-303)	1FDKE30MXKHC33995	1989 Ford Ambulance	2/22/90	\$36509.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXX

APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND SALVAGE.

APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Beyond economical repair

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: _____

CLARK MARTIN

MONROE COUNTY INVENTORY DELETION REQUEST

TO: DIVINA D. SPEER STOP #8

FROM: Celeste Bruno

PROPERTY CLERK, FINANCE DEPT.

BOCC DISTRICT 3

DATE: 11/4/05

MLC. ID. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
C9915A#AC3	ca49usa7cb	hpscanjet 5550c scanner	1/17/05	288.00 same
* 0977-85 (4739)	3912a466	xerox telecopier 7024 fax machine	9/16/92	0- it's broken 1698.00 / 18
Divina - I'm not sure when this was purchased - it's really old and I think that the County was leasing it through Xerox. I called Xerox and we haven't had a contract with them for some time. (It's County property)				

CHECK ONE (1) APPROPRIATE LINE BELOW

- ☐ APPROVAL TO ADVERTISE FOR BIDS
☐ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT
☐ APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Technical services replaces the scanner because it was not compatible with the Alchemy program they installed.
The fax machine was damaged when the cabinets fell off the wall and crushed it

PREPARED BY: Celeste Bruno
 PRINT NAME Celeste Bruno

DATE: 11/4/05

DIVISION DIRECTOR APPROVAL:

PRINT NAME: Charles McCoy

NOV 08 2005

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

NOV 04 2005

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: _____

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
4897	65297122K	Laptop Computer	9/2/05	\$2170.00/\$2170.00

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX APPROVAL TO ADVERTISE FOR BIDS.
 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Broken – Beyond economical repair – See incident report

DIVISION DIRECTOR APPROVAL:

PRINT NAME:


DANNY KOLHAGE

TECHNICAL SERVICES APPROVAL:

PRINT NAME:


LISA DRUCKEMILLER

MONROE COUNTY

REPORT OF INCIDENT

FAX IMMEDIATELY

WORKERS COMP at 295-4301 (if employee injury) OR
RISK MANAGEMENT at 295-3179 (property damage or vehicle)
FAXED FROM: _____ **NUMBER:** _____

☐ **Employee injury** ☐ **Vehicle Accident** ☒ **Other**

WHO:	Danny Kolhage	Phone: 292-3314
Name either employee or public		JOB TITLE if employee
SUPERVISOR:		
DEPARTMENT: Clerk of the Court		Vehicle ID # na
WHAT: TYPE OF ACCIDENT Flood from Wilma		
WHERE: LOCATION OF ACCIDENT Key West		
WHEN: DATE 10/24/2005		7:30 AM
MO/ DAY/ YR		TIME
WHY: DESCRIBE ACCIDENT Laptop computer #4897 was is personal vehicle and was flooded.		
DESCRIBE INJURY OR PROPERTY DAMAGE: Hurricane Wilma		

MEDICAL ATTENTION REQUIRED: ☐ ☒
YES NO

If Personal Property Damage or Injury to the Public:

Name of Owner: _____
Address: _____
Phone #: _____

FILL OUT ACCIDENT INVESTIGATION REPORT AND NOTICE OF INJURY (4 part form) (if employee injury) AND SEND TO YOUR DEPARTMENT HEAD FOR COMMENTS AND SIGNATURES

CC: DEPARTMENT HEAD via FAX

SUNGARD PENTAMATION | FIXED ASSETS
DATE: 11/01/05
TIME: 08:32:46

MONROE COUNTY BOCC
FIXED ASSETS LISTING

PAGE NUMBER: 1
REPORT 110
SORTED BY assets.tagno,assets.improvement_num

SELECTION CRITERIA: assets.tagno='4897'

ASSET ID | DESCRIPTIVE INFORMATION

4897 -000 LAPTOP COMPUTER
MODEL SATELLITE A 75 SERIES
S/N 65297122K
INVENTORY DATE 09/06/05
CONDITION GOOD STATUS ACTIVE
NEXT SCHEDULED MAINTENANCE
CUSTODIAN 02
REMARKS/LIC # RECORD BOCC MEETING
OLD ID #

ACQUISITION INFORMATION

FUNDING 008 CAPITAL ASSET Y
VENDOR BUSINESS INFORMATION
CLS M UNITS 1
CAT 504 PO UN CST 2170.00
LOC LK-W15 CHECK 39092 UN CST 2170.00
FUND TYPE G ACQUIRE 09/02/05 COST 2170.00
DPT 06040 INS CO
GRT LOCATION INS VAL 0.00
TRF FROM/TO KW BELIEF

DEPRECIATION INFORMATION

EST LIFE 5 DEP LIFE 5
DEP Y POST DP Y DEP METH SL
SALVAGE VALU .00
ACCUM DEP .00
REM BOOK BASIS 2170.00
DEP BASIS 2170.00
LAST POSTING DATE
SALE AMOUNT .00
RETIRED DATE

DISTRIBUTION INFORMATION

FUNCTION ACTIVITY DEP ORGN
6000 COURT GENERAL ADMINISTRATION 6040 CLERK OF COURT ADMINISTRATION 89507

REPORT TOTAL 1 RECORDS SELECTED

COST 2,170.00
INSURANCE VALUE .00
SALVAGE VALUE .00
ACCUMULATED DEPRECIATION .00
SALE AMOUNT .00

ACCOUNT PCT
530590 1.00

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

NOV 08 2005

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: Dan Sabino

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
4720 (0603-225)	42WXW31	Laptop Computer	12/12/03	\$2420.35/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW.

XXXX APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Beyond economical repair

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

Nancy Griswell
NANCY GRISWELL

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

Lisa Druckemiller
LISA DRUCKEMILLER

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: _____

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0202-590	GA2L3	Computer	2/4/00	\$1161.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX APPROVAL TO ADVERTISE FOR BIDS.

 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

 APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Old obsolete - already replaced

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

Sandra Carlile
SANDRA CARLILE

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

Lisa Druckemiller
LISA DRUCKEMILLER

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.
DATE: 10-14-2005

FROM: TECHNICAL SERVICES

Maria Guerra

Lacy Himmelright GAL

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
4123	B1YZG11	Inspiron 4100	5/29/02	1952.98 / 0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX

APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

OUT DATED / OLD

PREPARED BY: MARIA GUERRA

DATE: 10-14-2005

DIVISION/DIRECTOR APPROVAL:

PRINT NAME:

Debbie Frederick
Debbie Frederick

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

Lisa Druckemiller
Lisa Druckemiller